

**Civil Service Commission
MINUTES**

Government Body: **CIVIL SERVICE COMMISSION**
Date: **Wednesday, September 21, 2011**
Time: **11:30 AM**
Place of Meeting: **City Hall – Conference Room A, 50 W. 13th Street**

Present: Commissioners Jim Schilling and Betty Takes

Others present: Randy Peck

1. Approve Minutes of September 8, 2011. Motion by Takes. Seconded by Schilling. Motion carried 2-0.

2. Response to Grievance #11-134 Positing job opening notice for the position of Mechanic for a minimum of three (3) working days in all City departments/divisions where bargaining unit employees report to work. Motion by Takes to post the position as recommended by Personnel Director Randy Peck. Seconded by Schilling. Peck stated that the Commission would need to amend the Certified List for this position should qualified employees express interest as a result of the posting. Motion carried 2-0.

Adjournment: Motion by Takes to adjourn at 11:35 a.m. Seconded by Schilling. Motion carried 2-0.

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Approved at meeting of: _____. Submitted by Kevin S. Firnstahl, City Clerk